

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



**AIR FORCE MATERIEL COMMAND POLICY
DIRECTIVE 34-1**

1 JUNE 2005

Services

**REPORTING AND PROTOCOL
ARRANGEMENTS FOR
DISTINGUISHED VISITORS**

NOTICE: This publication is available digitally on the HQ AFMC WWW site at:
<https://www.afmc-mil.wpafb.af.mil/pdl/>.

OPR: HQ AFMC/DSP (Ms. Delma J. Lee)

Certified by: HQ AFMC/DSP
(Mr. David C. Thomas)

Supersedes AFMCPD 35-1, 23 Jun 03

Pages: 2
Distribution: F

This policy directive establishes the requirement for reporting the names, effective dates, and purpose of visits for all distinguished visitors (DV) traveling to Headquarters Air Force Materiel Command (HQ AFMC), any AFMC field unit, and all tenant organizations at Wright-Patterson AFB. It also sets up minimum standards of protocol to be accorded DVs and assigns areas of responsibility. This policy directive does not apply to the Air National Guard or US Air Forces Reserve units and members.

SUMMARY OF REVISIONS

Policy series has changed from Public Affairs to Services.

1. The commander of AFMC expects all HQ AFMC directorates, AFMC field units, and all tenant organizations at Wright-Patterson AFB to extend all possible courtesies commensurate with the DV's grade and position, and to manage all visits in a courteous and professional manner. See AFMCI 34-101, Reporting and Monitoring Distinguished Visitors, for details of reporting and making arrangements for these visits.
2. This policy directive applies to HQ AFMC directorates, AFMC field units, and all tenant organizations at Wright-Patterson AFB.
3. All AFMC directorates, AFMC field units, all tenant organizations at Wright-Patterson AFB will report weekly to the Headquarters AFMC Protocol Office (HQ AFMC/DSP) their projected visits of DVs in the following grades:
 - 3.1. DoD. HQ AFMC directorates and all tenant organizations at Wright-Patterson AFB report brigadier generals and civilian equivalents (DV-6) and higher, to include those who are retired in these grades.
 - 3.2. DoD. Field unit directorates report lieutenant generals and civilian equivalents (DV-4) and higher, to include those who are retired in these grades.

3.3. Non-DoD. Report high ranking officials from the Executive, Legislative and Judicial branches of the US Government. Report military and civilian foreign nationals of general officer grade, including foreign diplomats. Also report state governors, chief executive officers of major corporations, and nationally or internationally prominent citizens. See AFMCI 35-101 for a more explicit definition of these categories of DVs.

GREGORY S. MARTIN, General, USAF
Commander